

*Tender Fee: Rs. 1000/-
(Non-Refundable)*

TENDER FORM

Tender # CW/02/22-23

Repair & Maintenance Works at Staff Town Residence

Date of Issue : July 07, 2022
Last Date of Submission : July 27, 2022 (3:00 pm)
Date of Opening : July 27, 2022 (3:30 pm)

Company Name: _____

NTN: _____

SRB / GST Registration Number: _____

Pay Order / Demand Draft # _____, Drawn on Bank _____

Amount of Rs. _____, Dated: _____

Notice Invitation Tender (NIT)**Tender Notice**

The Institute of Business Administration, Karachi (IBA) invites sealed bids from active taxpayers of civil work contractors registered with relevant tax authorities for the following tender.

Tender Title (Ref. No.)	Procedure	Bid Security
Repair & Maintenance Works at Staff Town Residence (CW/02/22-23)	Singe Stage One Envelope	2% of bid cost
Tender Fee & Dates		
Fee: Rs.1000/- Issuance start date: July 07, 2022 at 9am Issuance end date & time: July 27, 2022 at 3pm Submission date & time: July 07, 2022 to July 27, 2022 from 9am to 3pm Opening date & time: July 27, 2022 at 3:30pm		

Tender Document may be collected after submission of paid fee challan from the Office of **Head of Procurement, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi** on any working day (Monday to Friday). Alternatively, the tender document can be downloaded from the website. The Tender fee challan is to be generated from the IBA website <https://www.iba.edu.pk/tenders/> which may be deposited in any branch of Meezan Bank Ltd. Sealed bids should be dropped in Tender Box placed at the Security Office, Gate # 4, IBA Main Campus University Enclave Karachi and will be opened on same date & venue in the presence of the bidders representatives who may wish to attend. In case of holiday the tender shall be opened / received on the next working day at same place and time. Bid Security in the form of Pay Order or Demand Draft has to be submitted in favour of **"IBA Karachi"** along with the Financial Proposal.

Kindly mention "Tender Number" at top right corner of the envelope.

N.B. IBA Karachi reserves the right to reject any bid or cancel the bidding process subject to relevant provision of SPP Rules 2010.

REGISTRAR

IBA, Main Campus, Univeristy Enclave, Karachi 75270

111-422-422 Fax (92-21) 99261508

Contact Person Sr. Executive Purchase on 38104700 ext: 2150

Email tenders@iba.edu.pk

Website <https://www.iba.edu.pk/tenders/>

<https://ppms.pprasinhd.gov.pk/PPMS/public/portal/notice-inviting-tender>

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1. Introduction

Dear Tenderer:

Thank you the interest you have shown in response to the IBA's advertisement which has floated on IBA & SSPRA websites on July 07, 2022 to Repair & Maintenance Works at Staff Town Residence.

The Institute of Business Administration, Karachi (IBA) is the oldest business school outside North America. It was established in 1955 with initial technical support provided by the Wharton School of Finance, University of Pennsylvania. Later, the University of Southern California (USC) set up various facilities at the IBA & several prominent American professors were assigned to the IBA. The course contents, the curriculum, the pedagogical tools & the assessment & testing methods were developed under the guidance of reputed scholars from these two institutions. IBA has zealously guarded the high standards & academic traditions it had inherited from Wharton & USC while adapting and adjusting them with the passage of time.

We expect to avail services/works/items of high standards meet our prime & basic specifications through this transaction.

Please contact Sr Executive Purchase on 38104700 ext: 2150 for any information and query

Thank you.

-sd-
Registrar

2. Instructions

- i) All works shall be measured by standard instruments according to the rules.
- ii) Bidders shall provide evidence of their eligibility as and when requested by the Procuring Agency.
- iii) Any bid received by the Agency after the deadline for submission of bids shall be rejected and returned unopened to the bidder.
- iv) Prior to the detailed evaluation of bids, the Procuring Agency will determine whether the bidder fulfills all codal requirements of eligibility criteria given in the tender notice such as registration with tax authorities, turnover statement, experience statement, and any other condition mentioned in the NIT and bidding document. If the bidder does not fulfill any of these conditions, it shall not be evaluated further.
- v) Tender(s) without Bid Security of required amount and prescribed form shall be rejected.
- vi) Bids determined to be substantially responsive shall be checked for any arithmetic errors. Arithmetical errors shall be rectified on the following basis;
 - (a) In case of schedule rates, the amount of percentage quoted above or below will be checked and added or subtracted from amount of bill of quantities to arrive the final bid cost.
 - (b) In case of item rates, if there is a discrepancy between the unit rate and the total cost that is obtained by multiplying the unit rate and quantity, the unit rate shall prevail and the total cost will be corrected unless in the opinion of the Agency there is an obvious misplacement of the decimal point in the unit rate, in which case the total cost as quoted will govern and the unit rate corrected. If there is a discrepancy between the total bid amount and the sum of total costs, the sum of the total costs shall prevail and the total bid amount shall be corrected.
- vii) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
- viii) The Institute of Business Administration, Karachi (IBA) expects that aspirant contractor should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp each and every page. Moreover, attach required supporting document according to the requirement.

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- ix) It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column unanswered please, write 'Doesn't Apply/Doesn't Arise'. If you need more space please attach a paper & clearly mention item/column name or number etc that referred the column/item of the Tender Form.
- x) Tender Document can be collected from the Office of Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi from July 07, 2022 to July 27, 2022 during working 9:00 AM to 3pm.
- xi) Last date for tender submission is July 27, 2022 up to 3pm, at the Office of Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi.
- xii) Site visit will be held on July 22, 2022 at IBA Main Campus at 11am with Manager Transport & General Maintenance for understanding the exact nature of the job.
- xiii) Tender will be opened on July 27, 2022 on 3:30 PM at the office of Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi.
- xiv) Successful bidder should provide 5% Performance Security / guarantee of total value of Work Order in the form of Pay Order or bank guarantee prior to signing of the Contract. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- xv) Please mention "Tender Number" at top right corner of the envelopes. IBA, Karachi may reject any bid subject to relevant provision of SPP Rules 2010 and may cancel the bidding Process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.
- xvi) Tender Document available at the Office of Head of Procurement, IBA Main Campus, University Enclave, Karachi.

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3. **BIDDING DATA**

- (a) **Name of Procuring Agency:** Institute of Business Administration, Main Campus, University Enclave, Karachi
- (b) **Brief Description of Works:** Repair & Maintenance Works at Staff Town Residence
- (c) **Procuring Agency's address:-**Main Campus, University Enclave, Karachi
- (d) **Amount of Bid Security:-** Bid Security of 2% of total amount/cost will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.
- (e) **Period of Bid Validity (days):** Ninety Days
- (f) **Performance Security Deposit:** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee prior to signing of the Contract. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (g) **Deadline for Submission of Bids along with time:** The last date of submit the Tender Document in sealed envelope in July 27, 2022 by 3pm in the Office of Security Office, Gate # 4, IBA Main Campus University Enclave Karachi. The Tender will be opened on same day at 3:30 PM in the presence of representatives who may care to attend.
- (h) **Venue, Time, and Date of Bid Opening:** Tender will be opened on July 27, 2022 on 3:30 PM at IBA, Main Campus, University Enclave, Karachi.
- (i) **Time for Completion from written order of commence:** 45 days
- (j) **Liquidated damages:** 2% liquidated damages of the total amount will be imposed per month for which the company/firm/agency failed to complete work within the delivery/execution period and maximum upto 10%.
- (k) **Deposit Receipt No: Date: Amount:(in words and figures) Pay Order / Demand Draft**
_____, Amount Rs _____ Drawn on Bank _____ Dated _____

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4. BIDDER QUALIFICATION CRITERIA

S. No	Mandatory Eligibility Criteria (Attach Supporting Document)	Remarks Yes / No
1	Last 3 years (at least) relevant experience.	
2	Last 3 years' turn over with minimum 4 million (per year) as bank statement or financial statement.	
3	"Sales tax registration certificate both FBR and / or SRB" and NTN certificates.	

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5. Conditions of Contract

Clause - 1: Commencement & Completion Dates of work. The contractor shall not enter upon or commence any portion or work except with the written authority and instructions of the Head of Procurement. However BoQ and execution of work shall be performed with due approval & supervision of Manager Transport & General Maintenance of in subordinate-in-charge of the work. Failing such authorities the contractor shall have no claim to ask for measurements of or payment for work.

The contractor shall proceed with the works with due expedition and without delay and complete the works in the time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor and shall reckoned from the date on which the order to commence work is given to the contractor. And further to ensure good progress during the execution of the work, contractor shall be bound, in all in which the time allowed for completion of any work exceeds one month, to achieve progress on the prorated basis.

Clause - 2: Liquidated Damages. 2% liquidated damages of the total amount will be imposed per month for which the company/firm/agency failed to complete work within the delivery/execution period and maximum upto 10%.

Clause-3: Termination of the Contract.

“IBA” may terminate this contract if the job is not executed according to the requirement at any time after issuing a 15 days’ notice. IBA reserve the right to accept or reject any or all contract(s) or terminate proceedings at any stage in accordance to the rules & regulations in the relevant SBD notified by SPPRA.

Clause 4: Possession of the site and claims for compensation for delay. The Engineer shall give possession of all parts of the site to the contractor. If possession of site is not given by the date stated in the contract data, no compensation shall be allowed for any delay caused in starting of the work on account of any acquisition of land, water standing in borrow pits/ compartments or in according sanction to estimates. In such case, either date of commencement will be changed or period of completion is to be extended accordingly.

Clause –5: Extension of Intended Completion Date. The IBA, Karachi either at its own initiatives before the date of completion or on desire of the contractor may extend the intended completion date, if an event (which hinders the execution of contract) occurs or a variation order is issued which makes it impossible to complete the work by the intended completion date for such period as he may think necessary or proper. The decision of the Executive Engineer in this matter shall be final; where time has been extended under this or any other clause of this agreement, the date for completion of the work shall be the date fixed by the order giving the extension or by the aggregate of all such orders, made under this agreement. When time has been extended as aforesaid, it shall continue to be the essence of the contract and all clauses of the contract shall continue to be operative during the extended period.

Clause –6: Specifications. The contractor shall execute the whole and every part of the work in the most substantial and work-man-like manner and both as regards materials and all other matters in strict accordance with the specifications lodged in the office of the Manager Transport & General Maintenance and initialed by the parties, the said specification being a part of the contract.

Clause–7: Payments. Payment will be made after completion of works/jobs/project and submission of bill/invoice. Clearance from Manager Transport & General Maintenance is required before process of bill/invoice.

Clause–8: Reduced Rates. In cases where the items of work are not accepted as so completed, the Manager Transport & General Maintenance may make payment on account of such items at such reduced rates as may consider reasonable in the preparation of final or on running account bills with reasons recorded in writing.

Clause–9: Issuance of Variation and Repeat Orders. Any cumulative variation, beyond the 15% of initial contract amount, shall be subject of another contract to be tendered out if the works are separable from the original contract.

Clause-10: Quality Control.

(a) Identifying Defects: If at any time before the security deposit is refunded to the contractor/during defect liability period mentioned in bid data the IBA authorities may instruct the contractor to uncover and test any part of the works which he consider may have a defect due to use of unsound materials or unskillful workmanship and the contractor has to carry out a test at his own cost irrespective of work already approved or paid.

(b) Correction of Defects: The contractor shall be bound forthwith to rectify or remove and reconstruct the work so specified in whole or in part, as the case may require. The contractor shall correct the notified defect within the Defects Correction Period mentioned in notice.

Clause–11: Inspection of Operations. Manager Transport & General Maintenance and his subordinates, shall at all reasonable times have access to the site for supervision and inspection of works under or in course of execution in pursuance of the contract and the contractor shall afford every facility for and every assistance in obtaining the right to such access.

Clause–12: Risks. The contractor shall be responsible for all risks of loss of or damage to physical property or facilities or related services at the premises which arise during and in consequence of its performance of the contract. if any damage is caused while the work is in progress or become apparent within three months of the grant of the certificate of completion, final or otherwise, the contractor shall make good the same at his own expense.

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Clause-13: Measures for prevention of fire and safety measures. The contractor shall not set fire to any standing jungle, trees, bush-wood or grass. The contractor is responsible for the safety of all its activities including protection of the environment on and off the site. Compensation of all damage done intentionally or unintentionally on or off the site by the contractor's labour shall be paid by him. All staff must have CNIC and clearly mentioned to discourage work through child labor. IBA is no smoking zone. Life Insurance / Security of worker will be the responsibility of contractor. IBA will not be responsible for any mishap.

Clause-14:Sub-contracting. The contractor shall not subcontract the whole of the works, except where otherwise provided by the contract. The contractor shall not subcontract any part of the works without the prior consent of the Manager Transport & General Maintenance. Any such consent shall not relieve the contractor from any liability or obligation under the contract and he shall be responsible for the acts, defaults and neglects of any subcontractor, his agents, servants or workmen as if these acts, defaults or neglects were those of the contractor, his agents' servants or workmen. The provisions of this contract shall apply to such subcontractor or his employees as if he or it were employees of the contractor.

Clause-15: Disputes. In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the IBA and CEO of the "THE CONTRACTOR" for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties. The Arbitration proceedings will be governed by the Arbitration Act, 1940 and the Substantive and procedural law of Pakistan. The venue shall be Karachi.

Clause-16: Site Clearance. On completion of the work, it will be responsibility of the Contractor to remove debris/sludge/garbage/waste material/left over material, machineries, equipment and manpower from the site at their own cost after completion of works/jobs/project. However, clearance will be required from Manager Transport & General Maintenance.

Clause -17: Financial Assistance /Advance Payment.

(a) Mobilization advance is not allowed.

Clause-18: Performance Security. Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee after acceptance of the Work Order. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.

Clause-19: Receiving/Acceptance of Work Order: The contractor will sign the copy of the Work Order as acknowledgement.

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Clause-20: Place of Execution: As specified in the Work Order.

Clause-21: Quantity Delivered: Competent Authority reserves the right to remove any item or work as per rules.

Clause-22: Condition of Works: All works must meet in all respects with the BoQ of the Order and must be in good condition otherwise they will be liable to reject.

Clause-23: Delivery of Works: All the works must be executed to the specified site of the IBA.

Clause-24: Rejection of Works: IBA, Karachi reserve the right to cancel any or all the items if works is not in accordance with our specification or if delayed occurred.

Clause-25: Price / Rate/Charges/Cost: Rate / charges / cost must be quoted on Tender Form only and submitted in sealed envelope. The quoted rate/charges/cost will be final and no change will be accepted after opening of tenders, unless or otherwise if change in specs occurred.

Clause-26: Bid Security: 2% Bid Security should be on Total Amount submitted/attached along with the tender form in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.

Clause-27: Rules, Regulations & Policies: All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.

Clause-28: Rights: IBA, Karachi may reject any bid subject to relevant provision of SPP Rules 2010 any may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules. IBA, also reserve the right to issue Work Order for any part of project to different lowest responsive bidders or issue Work Order for all the project to any lowest responsive bidder.

Clause-29: IBA, Priorities: IBA reserves the right to award contract in phases accommodation wise as per IBA priorities.

Clause-30: Government tax(es), levi(es) and charges(s): All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per SRO and as per applicable rates / denomination of Purchase / Work Order.

Clause-31: Stamp Duty: Stamp duty 0.35% for Services against total value of Work Order will be levied accordingly.

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Clause-32: Measurement Book: Entry & Endorsement in Measurement Book for all jobs completed is mandatory. The Measurement Book is to be countersigned by Manager Transport & General Maintenance on each occurrence / daily basis.

Clause-33: Blacklisted: Contractor is required to provide affidavit that the firm is not Black Listed from any of the government / semi government / private organization / firm /agencies / department etc.

Clause-34: Envelops: The contractor must submit Original + One copy of the complete bid document in separate envelops along with BoQ. These two envelops further enclosed in one envelop.

Clause-35: Defect Liability Period: All such intermediate payment shall be regarded as payments by way of advance against the final payment only and not as payments for work actually done and completed, and shall not preclude the Engineer-in-charge from recoveries from final bill and rectification of defects and unsatisfactory items of works pointed out to him during defect liability period. Defect Liability Period at least 3 months after completion of the work.

Clause-36: Site Visit: The bidders are advised to visit and examine the Site of the works and its surroundings and obtain for themselves all information that maybe necessary for preparing the bid and entering into a contract for the Works.

Clause-37: Bid Price: The bidders shall fill in rates and prices for all items of the Works describe in the Bill of Quantities (BoQ). The cost of items against which the contractor will have failed to enter a rate or price shall be deemed to be covered by other rates and prices entered in the bill of Quantities.

Clause-38: Verbal Instruction(s): No verbal instruction(s) / order(s) will consider valid. Any alteration/deletion/addition will only be consider if provided in writing by Manager Transport & General Maintenance.

Clause-39: Limit of Retention Money: Limit of retention money shall be 5% of the contract price stated in the Letter of Award.

Clause-40: Payment of Retention Money:

- a) Upon the issue of the Taking-Over Certificate with respect to the whole of the Works, one half of the Retention Money shall be certified for the payment.
- b) Upon the expiration of the Defects Liability Period for the Works the other half of the Retention Money shall be certified for payment to the Contractor.

Clause-41: Completion Time: 45 days from issuance of Work Order.

Clause-42: Conditional /Optional / Alternate Bids: Such bids will not be accepted.

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6. **Bill of Quantity****SCOPE OF WORK (C - 17)****Repair & Maintenance Works at Staff Town
Residence**

Item No.	Description of Item	Quantity	Unit	Rate Rs.	Amount Rs.
1	<u>Dismantling of Existing Finishes</u> Dismantling, cutting & removal of existing Block Masonry, C.C Concrete, Mosaic, Tiles, Plaster on floor & walls including chipping of floor & walls, removal of debris outside staff town premises and handing over of serviceable material like Camode, flush tank, Wash Basin, Bib Cocks, Sink etc. to Engineer Incharge, complete in all respect as per site requirements.	2,000.0	Sft.		
2	<u>Concrete Block Masonry</u> Supply and lay, in (1:3:6) machine made solid block masonry straight or curve, as specified, set in 1:6 cement - sand mortar with raking out joints on both sides, including curing complete in all respect as per drawings and as specified by Engineer Incharge.				
	<u>Above plinth, set in (1:6) mortar.</u>				
a	125 mm thick (5" thick)	50.0	Sft.		
b	100 mm thick (4" thick)	50.0	Sft.		
3	<u>Cement Plastering</u> Supply, make, apply and cure, cement sand plaster as specified including jambs, junctions, corners, edges and round surfaces etc, complete in all respect as per drawing and specifications.				
	<u>20 mm thick in (1:4) mortar.</u>				
a	To interior surfaces. With grooves for skirting where required)	150.0	Sft.		

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4	<p><u>Providing & Fixing of Ceramic Tiles in Kitchen & Washroom</u></p> <p><u>Ceramic Tiles.</u> Supply and lay ceramic tiles of Shabbir Brand (Prime Quality) or approved equivalent as per approved sample, sizes (10" x 20") or as desired and colors, set with cement slurry including filling and grouting the joints with matching pigments upto 7 ft. height, complete in all respect as per drawing and as directed by the Engineer.</p> <p>a On Floor:- With 40mm (1.5 inch) thick setting bed in (1:6) mortar.</p> <p>b On Dado (7ft. High) :- with 20mm thick rough plaster in (1:6).</p>	245.0	Sft.		
5	<p><u>Kitchen Counter Top.</u> Supply and lay 20mm thick, chemical polished marble slab as specified of approved sample over a setting bed of 40mm thick cement - sand mortar setting bed in (1:4). This includes the cost of filling and grouting the joints with white cement and matching pigment complete in all respect as per drawing, specifications and as directed by the Engineer.</p> <p><u>Tippy</u> For kitchen / Vanity Top with bull nosing of half round, including making of openings for sink / wash basin with molding around the openings.</p>	854.0	Sft.		
a		31.0	Sft		

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6	<p><u>Stainless Steel Kitchen Sink</u> <u>Kitchen</u> Supply & fix stainless steel sink double bowl without drain board of china or approved quality with wall sink mixer (Cast Neck - 020-CP) of Master, including cost of brass waste sink with C.P. brass chain, rubber plug waste pipe, brackets for supported to sink and all internal fittings, complete as per specification and as directed by Engineer.</p>	1.0	No.		
7	<p><u>Wood, Plastics and Composites - 06</u> <u>Kitchen Cabinets.</u> Supply and fixing cabinets according to the size and dimensions as per site condition , made with 20mm Lassani board shutter and deodar wood lipping with Formica of approved colors including fixing cabinets to wall with expansion bolts of 10 mm diameter at 600 c/c and all relevant hardware i.e. piano hinges, locking arrangement, handles, painting and polishing etc complete in all respect as shown on drawing specification and as directed by the Engineer. <i>(Note: Sample to be approved by Client prior to start of work.)</i></p>				
a	Wall Hung Cabinet.	32.0	Sft		
b	Base Cabinets	32.0	Sft		

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<p>8</p>	<p><u>Plumbing Piping.</u> <u>Facility Water Distribution</u> <u>PPR Pipes.</u> Supply and lay PPR pipes of PipePlus, Minhas, ILL or approved equivalent for hot and cold water distribution at any height system including specials such as tees, bends, elbows, unions, plugs, reducers etc. with heat fusion jointing method including cutting holes in masonry or concrete in wall, floor and slab and chiseling wall and floor and making good the same, complete in all respect as per drawing, specification and as directed by the Engineer.</p> <p><u>Nominal internal diameter shall be as follows:-</u></p> <p>a 20mm (3/4") Dia b 25mm (1") Dia</p> <p><i>Note: This item includes removal of existing pipe lines</i></p>				
<p>9</p>	<p><u>Gate Valves.</u> Supply and install in place hand wheel bronze gate valve of Minhas,Pipe Plus or ILL for water system as specified, approved by the Engineer, complete in all respect as per specifications. <u>Gate Valve with threaded end connections.</u></p> <p>a 25mm (1") internal diameter.</p>	<p>250.0 200.0</p>	<p>Rft. Rft.</p>		
		<p>4.0</p>	<p>No.</p>		

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10	<p><u>Facility Sanitary Sewerage.</u></p> <p><u>Nikasi Pipes.</u> Supply and lay UPVC pipes of Pak Arab/ Steelex (SDR-41), Nikasi for soil, waste and vent system including specials such as tees, bends, plugs, reducers, etc. with solvent cement jointing / rubber ring push fit jointing method including cutting holes in masonry or concrete in walls, floor and in slab, making good the same, complete in all respect as per drawing, specification and as directed by the Engineer.</p> <p>a 110 mm (4" Dia) diameter.</p> <p>b 150 mm (6" Dia) diameter.</p> <p><i>Note: This item includes removal of existing pipe lines</i></p>	100.0	Rft.		
11	<p><u>Supply and fix Indian type Squatting Pan of approved quality.</u> Supply and fix Indian type Squatting Pan of Master or approved quality in white or coloured of vitreous chine, size shall be 585 x 435 x 300mm with P-Trap 4" dia (Pak Arab) , hung type flushing cistern of local aproved quality including all necessary fitting for connection with inlet and outlet pipes, Tee stop cock etc., of Master (Code: 076-CP) complete in all respect as per specifications and as directed by Engineer.</p> <p><i>Note: This item includes removal of existing Squatting Pan</i></p>	1.0	No.		

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12	<p><u>Providing and fixing Wash Basin with Pedestal</u> Supply and fix wash basin of Master or approved equivalent, in white or coloured with pedestal of vitreous china size of basin shall be 505mm x 515 mm including all internal fitting with connection pipes concealed stop cocks, CP basin mixer (Code: 472-CP), waste pipe etc., of Master brand or equivalent approved by the Engineer, complete in all respect as per drawing and specifications.</p>	3.0	No.		
13	<p><u>Supply and fix one piece commode of approved quality.</u> Supply and fix one piece toilet Commode of Master or local approved quality, in white or coloured with "P or S" trap of vitreous china, size shall be 741 x 438 x 637 mm with symphonic flushing mechanism and seat cover with hydraulic including all internal fittings with connection pipes, Tee stop cock etc. of master (Code: 076-CP) complete in all respect as per drawing and specifications.</p>	2.0	No.		
14	<p><u>Supply, fix muslim shower complete with PVC flexible pipe & Double Bib Cock</u> Supply and fix muslim shower complete with PVC flexible pipe (size:12mm dia), and double Bib Cock of matching knobs, of Master (Code:2015,078-CP), complete in all respect as per drawing and as directed by the Engineer.</p>	2.0	No.		

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15	<p><u>Providing and fixing Stainless Steel Floor Trap</u> Supply and fix in position Stainless Steel Floor Trap with top tile & strainer of Master, Dadex - Nikasi or equivalent, floor trap shall be connected to a waste stack with bend, complete in all respect as per specification.</p>	4.0	No.		
16	<p><u>Providing and fixing Chrome Plated Bib Cocks</u> Supply and fix following chrome plated Bib Cocks / Stop, Cocks 12 mm dia. of Master with matching knobs, complete in all respect, as per drawing and specification.</p>				
a	Bib Cock. (90 Degree, item code - 004)	1.0	No.		
17	<p><u>Bathroom Accessories.</u> Supply and fix following bathroom accessories in chrome plated of Master or equivalent approved, complete in all respect as per specification.</p>				
a	Towel Rod with Brackets.				
b	Toilet Paper Holder.				
c	Soap Dish.				
d	Double Hook & Towel Ring.				
e	Looking Mirror				
f	Tooth Brush Holder with Glass & Cover.	3.0	Job		

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18	<p><u>Wooden Panel Door</u> Providing, fabricating & fixing in position in given sizes, semi solid block board door shutter 1-1/2" thick including 1/8" thick commercial ply on both sides, including 1/2" thick deodar wood lipping all around, shutter to be fixed with 18 gauge pressed steel frame & hardware of approved quality/make such as hinges, bolts ,latches, Al-drops, handle etc including stainless steel kick & push plates on both sides. Complete in all respect as per specification and as directed by the Engineer Incharge.</p> <p><i>Note: This item includes the cost of removal of existing doors & cost of filling with cement and slurry ratio of 1:6 and repairing the jambs.</i></p>	11.0	No.		
19	<p><u>Wooden Panel Windows</u> Providing, fabricating & fixing in position in given sizes, partal wood windows shutter 1-1/2" thick ,including 1" thick deodar wood lipping all around ,with fixing of 5mm thick Glass of Ghani or approved quality, & hardware of approved quality/make such as hinges, bolts, latches, Al-drops, handle etc. Complete in all respect as per specification and as directed by the Engineer Incharge.</p> <p><i>Note: This item includes the cost of removal of existing Windows & cost of filling with cement and slurry ratio of 1:6 and repairing the jambs.</i></p>	1.0	No.		

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20	<u>Distempering and Painting</u>				
20.1	Distempering two renewal coats of vinyl distemper (Paintex ICI Dulux) or equivalent of approved make and shade to walls and ceiling etc. , including scraping, filling with plaster of paris and cleaning the old surface in any floor complete in all respect as directed by Engineer Incharge.				
a	On Ceiling	1,750.0	Sft.		
20.2	Repainting two (2) coats of Plastic Emulsion paint (ICI) Dulux make and shade to walls & ceiling, besides the two coats of paints, prior to application all surface generally must be clean, dry, free from all defective or poorly adhering material, dirt, and grease etc, complete in all respect as per specification.				
a	On Wall	4,200.0	Sft.		
20.3	Repainting two coats with enamel paint (Robialac) or equivalent of approved make and shade to Metal & wood work including cleaning and sand papering the surface as directed by the Engineer-in-charge.				
a	On Metal Doors/ Windows & Ventilator	100.0	Sft.		
b	On Flush Doors & Windows	1,050.0	Sft.		
20.4	Repainting two coats with weather shield paint of (ICI) Dulux or equivalent make and shade on plaster surface (External) including cleaning, sand papering the surface as directed by the Engineer-in-charge.	3,600.0	Sft.		
20.5	Applying two coats with synthetic red oxide primer of ICI, Berger or equivalent make including scraping and sand papering the surface as directed by the Engineer Incharge.	100.0	Sft.		

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21	<p><u>Metal Doors and Frames.</u> <u>Hinged Doors.</u> Supply and fix in position steel hinged shutter door as specified of 16 gauge M.S. sheet, framing of door shall be made by 50mm x 50mm x 6mm angle iron and frame for shutter from 50mm x 50mm x 6mm angle iron with properly braced by 40x6mm Tee (Horizontally / Vertically) including the cost of hinges, holdfast and relevant hardware items with all necessary arrangement to furnishing and installation, complete in all respect as per drawing and specifications.</p>				
a	With Single / Double Shutter Door.	150.0	Kg		
22	<p><u>Repair and maintenance of all existing doors / windows/ Ventilators</u> Repair and maintenance of all existing doors / windows/ Ventilators and including Mosquito Net , providing and fixing of hinges , tower bolts, Cabinet/Door lock & Handles/ Door Locks of Khas or equivalent etc. as per site requirement or as directed by Engineer Incharge.</p>				
a	Doors	2.0	No.		
b	Windows	7.0	No.		
23	<p><u>Providing and Fixing 4 mm thick Glass</u> Providing and fixing 4 mm thick glass in existing windows, ventilator etc. of (Ghani or equivalent) as per size and pattern, complete in all respect as instructed by Engineer Incharge.</p>	200.0	Sft.		

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24	<p><u>Marble Tile.</u> Supply and lay 300 x 600 x 12 mm thick, marble tiles as specified of approved sample over a bed of 40mm thick cement - sand mortar base in (1:4). This includes grinding, polishing, filling and grouting the joints with white cement and matching pigment complete in all respect as per drawing, specifications and as directed by the Engineer Incharge.</p> <p><u>China Verona</u> On Floor.</p>	1,050.0	Sft.		
25	<p><u>Marble Skirting.</u> Supply and lay 12mm thick, marble tiles as specified of approved sample over a rough plaster in (1:4). This includes filling and grouting the joints with white cement and matching pigment complete in all respect as per drawing, specifications and as directed by the Engineer Incharge.</p> <p><u>China Verona</u> Skirting 100mm high.</p>	280.0	Rft.		
26	<p><u>Garden Tiles (300 mm x 300 mm)</u> Supply and lay 300 mm x 300 mm Garden tiles alongside the boundary wall & pathway as specified of approved sample over a bed of 40mm thick cement - sand mortar base in (1:4). This includes filling and grouting the joints with cement and matching pigment complete in all respect as per drawing, specifications and as directed by the Engineer Incharge.</p>	120.0	Rft		
Total Amount					
SST					
Grand Total Amount with All Taxes					

Grand Total Amount Rupees in Words: Rs. _____

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Additional Note:

- I. Material / quantities of this order is subject to final inspection at the time of delivery and calculations by IBA Maintenance / Project Department.
- II. IBA reserve the right to cancel any or all the above items if work / material is not in accordance with our specifications or if the delivery is delayed / job is not completed.
- III. Competent Authority reserves the right to change / alter / remove any item or article reduce / enhance quantity.
- IV. No subletting in any case / items / form will be allowed.
- V. That upon termination of this agreement the contractor shall be permitted to remove all its devices and equipment which may have been placed at premises from the time to time.
- VI. All equipment, ladders / scaffoldings / platforms for any heights, plungers, brushes, application Rollers, buckets etc. will be brought by the vendors.
- VII. The vendor will be responsible for taking all safety measures during working of his staff at any height / surfaces.
- VIII. All surfaces where work was carried out required to be cleaned from stains through related equipment / tools / materials etc.

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7. Integrity Pact

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the contractor;

M/s _____, the contract hereby declares that:

- (a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the contractor represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the IBA directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.
- (c) The contractor accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the IBA under any law, contract, or other instrument, be stand void at the discretion of the IBA.
- (d) Notwithstanding any right and remedies exercised by the IBA in this regard, contractor agrees to indemnify the IBA for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the IBA in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the contractor as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the IBA.

Note:

This integrity pact is mandatory requirement other than auxiliary services / works.

Stamp & Signature

GENERAL CONDITION OF CONTRACT

THIS AGREEMENT is executed at KARACHI, on this day _____ of 2022.

BETWEEN

M/s Institute of Business Administration, Karachi through its Registrar, located at Main Campus, University Enclave, Karachi, hereinafter called and referred to as "IBA" (which expression shall wherever the context so permits, be deemed to include its legal representatives, executors, successors and assigns) of the FIRST PART.

AND

M/s _____, having its office at _____, hereinafter referred to as "THE CONTRACTOR" (which expression shall wherever the context so permits be deemed to include its legal representatives, executors, successor and assigns), through its proprietor _____, holding CNIC No. _____ on the SECOND PART.

WHEREAS "IBA" intends to obtain Repair & Maintenance Works at Staff Town Residence related jobs/works as assigned in accordance to the tender vide # CW/02/22-23 at the cost of Rs. _____ **Inclusive all taxes.** The basis with the works/jobs of items as per tender vide # CW/02/22-23 (IBA requirement) discussions in respect of the same as per determination of scope of works will be held with Manage Transport & General Maintenance and "THE CONTRACTOR" have offered to render all kind of works/jobs (including but not limited to the "works/jobs mentioned in Work Order") of the proposed works up to the satisfaction & handing over the project to the "IBA" having accepted the offer in finished form complete in all respect.

NOW IT IS HEREBY AGREED & DECLARED BY AND BETWEEN THE PARTIES AS FOLLOWS:

WITNESSETH

"IBA" hereby offer to appoint "THE CONTRACTOR" as their official work executor for the specific purpose of "Repair & Maintenance Works at Staff Town Residence" in respect of the same with "IBA" as per the determination of scope of works/jobs on suitable scale with any/all other relevant details for Repair & Maintenance Works at Staff Town Residence. "THE CONTRACTOR" hereby agree to the offer the "IBA" in acceptance of the terms & conditions here in below forth. However, the terms and conditions of the tender document vide # CW/02/22-23 would be integral part of this agreement.

Article I

DUTIES & SCOPE OF WORK & AGREEMENT

- 1.1 This Agreement includes, the “services & works”, discussions with “IBA” as per determination of scope of services, schedule of work & time line to suitable scale with any/all other relevant details to “IBA”.
- 1.2 “THE CONTRACTOR” agrees to provide any/all kind of services related to execution of work/job to “IBA” whenever and wherever is required as per the terms & conditions of this Agreement.
- 1.3 “THE CONTRACTOR” will coordinate for required/assigned works/jobs/project with Manager Transport & General Maintenance, of the “IBA” who will advise “THE CONTRACTOR” in supervision of proposed works/jobs related.
- 1.4 “THE CONTRACTOR” is bound to provide items including machineries, equipment, goods material, gadget and manpower according to the Work Order.
- 1.5 It will be responsibility of the Contractor to remove debris/sludge/garbage/waste material/left over material, machineries, equipment and manpower from the site at their own cost after completion of works/jobs/project. However, Clearance Note / Certificate will be required from Manager Transport & General Maintenance.
- 1.6 Any additional work/job, if required / necessary etc over and above/extra the Work Order, will be executed on the basis of Variation Order.
- 1.7 Repair & Maintenance Works at Staff Town Residence, as assigned in accordance to the tender vide # CW/02/22-23.
- 1.8 Entry & Endorsement in Measurement Book for all jobs done is mandatory. The Measurement Book is to be countersigned by Maintenance & Project Department Supervisor on each occurrence / daily basis.
- 1.9 The Contract will require to obtain Entry Pass of their employee/labour/manpower etc from IBA, Security Office.
- 1.10 Any alteration/deletion/addition will only be considered if provided in writing by Manager Transport & General Maintenance. No verbal instruction(s) / order(s) will consider valid.

Article II

SCOPE OF PROFESSIONAL SERVICES & WORKS

- 2.1 “THE CONTRACTOR” hereby agree and acknowledge for the periodic supervision of the works and to check the execution of works in accordance with the Description & Specification mentioned in BoQ vide Tender # CW/02/22-23.
- 2.2 “THE CONTRACTOR” hereby agree and acknowledge the acceptance of attending the meetings with the Manager Transport & General Maintenance “IBA” as & when required.

- 2.3 Completion of work/job/project within 45 days from issuance of work order.
- 2.4 Physical inspection will be carried out by IBA authority. Ordered material is subject to final inspection at the time of delivery.
- 2.5 All staff must have CNIC and clearly mentioned to discourage work through child labor.

Article III
REMUNERATION

- 3.1 The cost offered by the Contractor is Rs. _____ (inclusive of all taxes) vide tender # CW/02/22-23.
- 3.2 This Agreement includes, the "Repair & Maintenance Works at Staff Town Residence", as per "IBA" requirement mentioned in Tender BoQ.
- 3.3 Payment will be made after completion of works/jobs/project and submission of bill/invoice. Clearance Note / Certificate from Manager Transport & General Maintenance is required before process of bill/invoice.
- 3.4 Performance Security 5% of total amount of Work Order must be deposited to the IBA prior to signing of the Contract. Security Deposit will be released after clearance of invoice which will be submit after completion of satisfactory work.
- 3.5 All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- 3.6 Stamp duty 0.35% for Services against total value of Work Order will be levied accordingly.
- 3.7 All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- 3.8 Tax(es)/Challan(s)/Levy(ies), if any or additional will be paid/borne by Contractor as per SRO/Notification.
- 3.9 2% liquidated damages of the total amount will be imposed per week for which the company/firm/agency failed to complete work within the delivery/execution period and maximum upto 10%.
- 3.91 IBA will not pay any charges(s) regarding cartage / carriage / transportation / food / wages / accidental etc.

Article IV
ARBITRATION

4.1 In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the IBA and CEO of the "THE CONTRACTOR" for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties. The Arbitration proceedings will be governed by the Arbitration Act, 1940 and the Substantive and procedural law of Pakistan. The venue shall be Karachi.

Article V

TERMINATION

- 5.1 "IBA" may terminate this agreement if the job is not executed according to the requirement at anytime after issuing a 15 day's notice.
- 5.2 IBA reserve the right to accept or reject any or all agreement(s) or terminate proceedings at any stage in accordance to the rules & regulations in the relevant SBD notified framed by SPPRA.

Article VI

INDEMNITY

- 6.1 "THE CONTRACTOR" in its individual capacity shall indemnify and keep IBA and any person claiming through IBA fully indemnified and harmless from and against all damages, cost and expenses caused to or incurred by "THE CONTRACTOR", as a result of any defect in the title of IBA or any fault, neglect or omission by the "THE CONTRACTOR" which disturbs or damage the reputation, quality or the standard of services & works provided by "IBA" and any person claiming through the IBA.

Article VII

NOTICE

- 7.1 Any notice given under this AGREEMENT shall be sufficient if it is in writing and if sent by courier or registered mail.

Article VIII

INTEGRITY PACT

- 8.1 Its intention not to obtain the work of any contract, right, interest, privilege, or other obligation or benefit from the IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
- 8.2 Without limiting the generality of the forgoing the contractor/ manufacturer / supplier / distributor represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the IBA directly or indirectly through any means any commission, gratification, bribe, gifts, kickback

whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.

8.3 The contractor/ manufacturer/supplier/distributor accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the IBA under any law, contract, or other instrument, be stand void at the discretion of the IBA.

8.4 Notwithstanding any right and remedies exercised by the IBA in this regard, manufacturer/supplier/distributor agrees to indemnify the IBA for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the IBA in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the contractor / company / firm / supplier / agency / service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the IBA.

Article IX
MISCELLANEOUS

8.1 Works/job/project will be handed over by the “IBA” or vet the cost with authentic stamp and signature.

8.2 Competent Authority reserves the right to change / alter / remove any item or reduce / enhance quantity without assigning any reason.

8.4 The terms and conditions of the AGREEMENT have been read over to the parties which they admit to be correct and abide by the same.

8.5 The validity of the contract will be effective from the date of issue of Work Order.

8.6 All terms and conditions of tender vide # CW/02/22-23 will be the integral part of this agreement and can't be revoked.

8.7 Any additional work/job, if required / necessary etc over and above/extra the Work Order, will be executed on the basis of Variation Order.

8.8 Entry & Endorsement in Measurement Book for all jobs done is mandatory. The Measurement Book is to be countersigned by Maintenance & Project Department Supervisor on each occurrence / daily basis.

It is hereby certified that the terms and conditions have been read,
agreed upon and signed.

M/s _____

Contact Person: _____

Address _____

Tel # _____ Fax # _____

Mobile # _____ CNIC # _____

E-mail: _____

Stamp & Signature